

CITY OF BURBANK

MANAGEMENT INTERN

DEFINITION

Under direction, to serve in a training capacity, assisting in a variety of administrative and research tasks; and to do related work as required.

ESSENTIAL FUNCTIONS

Assists in conducting special studies on a diverse range of organizational topics within municipal government; collects, tabulates and analyzes data; prepares narrative reports, statistical tables and graphic materials; conducts research and surveys in order to gather significant data; assists in the development and evaluation of administrative procedures and policies; responds to citizen requests for information; assists in the preparation for special events and functions.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and aims of public administration; knowledge of the principles of administrative and policy analysis, statistics, and research methodology.
- Ability to - communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to current status as a senior or graduate student specializing in public administration or a related field of study at an accredited college or university.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.